

OFFICE ASSISTANT I/II (Continuous Recruitment)

Sacramento, CA

OA I \$24,315–\$30,393/OA II \$26,745–\$33,431 Annual + Opportunity for Performance Bonus

THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing and assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

THE POSITION

Our Sacramento Office is conducting a continuous recruitment for Office Assistant I and II. Incumbents will perform a variety of clerical and administrative support duties. The duties may vary dependent upon the individual business unit requirements and operational needs.

KEY DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

OA I/II:

- Performs a variety of clerical tasks in areas such as form processing, data entry, word processing, records maintenance, filing, mail handling, shipping and receiving, office machine operation, and reception services.
- Schedules and coordinates the logistics for meetings, examinations, interviews, seminars.
- Prepares, mails and processes informational/registration packets or test orders for clients.
- Operates a variety of office, print shop, and bookroom equipment, including computers, copiers, printers, shrink-wrap and binding equipment, and other machines.
- Produces printed materials.

In addition OA II:

- Data entry into computer applications such as databases and spreadsheets.
- Proofreads test items, letters, presentation materials, and other written materials.
- Compiles data and information for reports and other documentation.
- Monitors office supply inventory and orders supplies as needed.
- Maintains and repairs office equipment, furniture, and other office items as necessary; arranges for repair and maintenance of equipment.
- Serves as a proctor for exams.
- Scans surveys and examination answer sheets; scores exams and processes billing for exams.
- Makes travel arrangements and processes expense claims.
- Mails notices to test candidates to inform them of test time and location and test results.

QUALIFICATIONS:

Education: Equivalent to a high school diploma or possession of a General Educational Development (G.E.D.) credential.

Experience: One year for **Office Assistant II** and 6 months for **Office Assistant I** experience performing general clerical duties, including customer service, filing, copying, computer operation, and document preparation.

SELECTION PROCESS: Qualified candidates must complete the online application form. Faxes and resumes will not be accepted. Applications will be reviewed for related experiences, appropriate level, and education. Those most qualified will be contacted to participate in a **written examination**. A typing certificate verifying at least **35 WPM** is required before the cut-off date below. Please fax this certificate to (916) 561-7261 Attn: Recruitment Coordinator.

FINAL FILING DATE: **Continuous recruitment with cut-off date of October 6, 2006 5:00 p.m. PST**
For tentative exam October 21, 2006